

OPERATING EXPERIENCE WORKSHOP

Spring Workshop

April 28-30, 2009

<p style="text-align: center;">April 28, 2009</p> <p style="text-align: center;">Register: <input type="checkbox"/> Will Attend/<input type="checkbox"/> Will Not Attend</p>	<p style="text-align: center;">Operating Experience Task Teams Meet Pecos River Conference Center 711 Muscatel Drive Carlsbad, New Mexico 88220</p>
<p>Task Team (specify which team you will meet with for space planning purposed)</p>	<p> <input type="checkbox"/> Metric/Program Effectiveness <input type="checkbox"/> CRADs to Assess Implementation <input type="checkbox"/> Tools/Resources <input type="checkbox"/> Qualification Standards for Coordinators <input type="checkbox"/> External Events <input type="checkbox"/> Procedures <input type="checkbox"/> Define Attributes of Good Lessons Learned </p>
<p style="text-align: center;">April 29, 2009</p> <p style="text-align: center;">Register: <input type="checkbox"/> Will Attend/<input type="checkbox"/> Will Not Attend</p>	<p style="text-align: center;">Operating Experience Committee Meeting (see tentative agenda) Pecos River Conference Center 711 Muscatel Drive Carlsbad, New Mexico 88220</p>
<p style="text-align: center;">April 30, 2009</p> <p style="text-align: center;">Register: <input type="checkbox"/> Will Attend/<input type="checkbox"/> Will Not Attend</p>	<p style="text-align: center;">WIPP Site Tour <i>Foreign Nationals typically require a minimum of 30 days processing times. Foreign Nationals from sensitive countries require a minimum of 45 days processing times</i></p>
<p>For WIPP Tour photo identification is required. At WIPP the following is prohibited attire: dresses, skirts, shorts, open-toed shoes, high-heeled shoes, and sandals.</p>	
<p>Name: _____ Title: _____</p> <p>Employer: _____</p> <p>Address: _____ _____</p> <p>Phone/Contact Number(s): _____</p> <p>E-mail: _____</p> <p>Special Needs Request: _____</p>	
<p>RETURN TO BERTHA CASSINGHAM, bertha.cassingham@wipp.ws, 575-234-8227, or fax to 575-234-6062 no later than April 10, 2009. The attached foreign national form will need to be complete per minimum timeline if you are a foreign national and want to visit the WIPP Site.</p>	
<p>After Hours Interests Information Request:</p> <p> <input type="checkbox"/> Yes/<input type="checkbox"/> No Carlsbad Caverns National Park – Thursday Afternoon, April 30, 2009 <input type="checkbox"/> Yes/<input type="checkbox"/> No Fiesta Night – Tuesday Evening, April 28, 2009 </p>	

Visit the Carlsbad Chamber of Commerce website for information regarding Carlsbad and the Pecos River Village Conference Center at www.carlsbadchamber.com.

Operating Experience Committee Meeting

Wednesday, April 29, 2009 – 8 am to 5 pm
Pecos River Conference Center

DRAFT AGENDA

8:00 – 8:15 am	Welcome & Introductions	Jeannie Boyle
8:15 – 9:15 am	Multimedia Lessons Learned Development by Pantex	Karen Taylor
9:15 – 9:45 am	MA/NNSA Project Management LL	Michael Reitz Ruben Sanchez
9:45 – 10:00 am	Break	
10:00 - 10:30 am	Good Practices Identified During OEP Assessments	Emma Lopez-Cardona and others
10:30 – 11:30 am	Complex Wide Lessons Learned Discussion/Brainstorming	Bertha Cassingham
11:30 am - Noon	WIPP Type B Accident Investigation	Don Galbraith
Noon - 1:00 pm	Lunch	Provided (Cost is \$5)
1:00 – 2:15 pm	How to Write a Good LL & Cost/Savings	Bob Stuewe
2:15 – 4:00 pm	Status Reports from All Task Teams	Jim McVey
2:15 – 2:30 pm	1. Metric/Program Effectiveness	Bertha Cassingham
2:30 – 2:45 pm	2. Tools/Resources	Gerry Whitney
2:45 – 3:00 pm	3. External Events	?
3:00 – 3:15 pm	Break	
3:15 – 3:30 pm	4. CRADs to Assess Implementation	Steve Chalk
3:30 – 3:45 pm	5. Qualification Standards for Coordinators	Tom Stanberry
3:45 – 4:00 pm	6. Attributes of a Good LL	Bob Stuewe
4:00 – 4:45 pm	Develop Agenda for Next Meeting	All
4:45–5:00 pm	Wrap-up	All

TOOLS AND RESOURCES TASK TEAM

Agenda for April 2009 OEC meeting, Carlsbad, New Mexico

Divide team into different working groups to discuss/prioritize tools and resources (half day).

Convene entire group and finalize priorities and scope (half day). Present to OEC next day.

HSS Lessons Learned Database Improvements

1. Improve our input for better output
 - a. Do we need to revise the Submittal Form? Are the current input fields helpful?
 - b. Work Function and Hazard categories.
 - i. Discuss how we use them?
 - ii. Do we need a new binning process, possible two tiers? Can the existing database do this? (Improvements to the work function and hazard categories, keywords will only affect future submittals. If we expect the database to provide accurate information based on new searches then all of the existing data entries must be revised. Maybe someone from HQ database support could attend the workshop.
 - c. Keyword search list:
 - i. How are keywords used?
 - ii. What can be dropped/added. (Do we still need Y2K or keyword like WSRC?)
 - iii. Can the keyword list be modified to allow multiple word selections?
 - d. New Submittals – how to improve the quality of submittals.
 - i. Look into development of criteria for “Lessons Learned Statement”, “Discussion”, “Analysis” and “Recommended Actions” that could be added to section headers as link similar to the work functions etc. Use input from the group working on “writing better lessons”.
 - ii. Add link to other input headers (Contact Name, Savings, Reviewer, References) to ensure consistency.
 - iii. Continually emphasize the importance of entering only lessons that have been learned, what you learned, and how you changed. Clearly state what the lesson is and provide references so the article can be kept as concise as possible. Write with the idea that you are writing so others can learn.
 - e. Determine if the “Search Text” field could be modified to allow for multiple words for drilling down to a more specific results set. (Requires HQ database support)
2. Additional Tools: Consider updating and distributing SELLS information (Fact Sheets) to promote improvement.
 - a. Tips for writing LL (include tips for determining if you have a lesson)
 - b. Value of LL
 - c. Screening LL for site applicability
 - d. LL dissemination

TASK TEAM ON QUALIFICATION STANDARDS FOR COORDINATORS

The Task Team on Qualification Standards for Coordinators will welcome the opportunity to meet and hammer out details on 4/28.

Our agenda will be to evaluate the basis of the OPEX Coordinator qualification standard using the Systematic Approach to Training and NRC's OPEX qualification standard. The team will then develop the qualification proposal to be presented the following day, during the OPEX conference.

I would like the team to schedule at least 6 hours (0900-1500, lunch included) for the Tuesday meeting.

TASK TEAM ON ATTRIBUTES OF A GOOD LL

Agenda:

This Task Team meeting will be focused on defining what controls the quality of a lessons learned and identifying actions that we can take collectively and individually to improve LL quality. We will use some simplified versions of Lean Six Sigma tools to quickly define the basic challenges, localize them in the creation/communication process, and then develop and share ideas and best practices for addressing them

- Create a LL Value Chain Map (90 minutes)
- Cause and Effect Diagram (90 minutes)
- Learning Deployment Action Development
 - Action Brainstorm (45 minutes)
 - Modifications to Attributes Tool (30 minutes)
 - Specific program-wide and site-localized recommendations to implement the actions (45 minutes)
- Develop report to full committee (30 minutes)

METRICS/EFFECTIVENESS TASK TEAM

8:00-8:30-Welcomes, Introductions

8:30-9:15-Each person presents what metrics they currently use, which are tabulated along with all that have been gathered this past year.

9:15-9:30-Break

9:30-10:15-Brainstorming additional performance indicators.

10:15-11:00-Determine final recommended set to be presented in the next day's meeting.

11:00-12:00-Break, Lunch

12:00-12:30-Briefly discuss/remind the attributes of an effective "learning organization", how that ties to an effective operating experience program.

12:00-1:30-Go line by line through the final draft benchmark report on performance indicators for an "effective learning organization" and excellent operating experience program, adding the morning final set of recommendations.

1:30-1:45-Break

1:45-3:00--Look at Effectiveness overall, does the team have any additional recommendations they want to present for effectiveness; discussion anticipated to include quarterly analysis, annual review, annual report, effective programmatic approaches, etc.

3:00-4:30-It's a New Year! Establish new committee goals, path forward, new chair, assignments, etc.

ACCOMMODATIONS IN CARLSBAD

www.carlsbadchamber.com

Pecos River Village Conference Center
711 Muscatel Drive
Carlsbad, New Mexico 88220

HOTELS:



**Pecos River Village
Conference Center**



Best Western Stevens Inn
(request new section)
1829 S. Canal
Carlsbad, NM 88220
Toll Free: 1-800-730-2851
Phone: 575-887-2851
Fax: 575-887-6338
www.stevensinn.com

Comfort Inn
2429 W. Pierce
Carlsbad, NM 88220
Phone: 575-887-1994
Fax: 575-887-2694
www.choicehotels.com

Holiday Inn Express
2210 W. Pierce St.
Carlsbad, NM 88220
Phone: 575-234-1252
www.hiexpress.com

RESTAURANTS:

Bamboo Garden for Chinese, 1511 S. Canal, 887-5145
Blue House for coffee, deserts, 609 N. Canyon, 628-0555
Chili's, 2249 S. Canal, 628-1278
Cortez for Mexican, 506 S. Canal, 885-4747
Danny's Place for barbeque (closed Tuesdays), 902 S. Canal, 885-8739
Golden China for Chinese, 509 S. Canal, 885-2953
Happy's for old fashioned burgers, 4103 National Parks Hwy (on way to airport), 887-8489
Lucy's for Mexican, 701 S. Canal, 887-7714
No Whiner Diner for Gourmet Grill, 1801 S.
Canal, 234-2815
Red Chimney for barbecue, 917 N. Canal, 885-
8744
Rojas for Mexican, 2704 San Jose Blvd., 885-
2146
Plus assorted chain restaurants: Pizza Inn,
Furr's Cafeteria, McDonald's, Taco Bell,
Subway, Long John Silver's, Sonic, Arby's,
Wendy's



Pecos River Village Conference Center

Unclassified Foreign Visit or Assignment Form

Visitor/Assignee:

*First
Name: _____

*Middle: _____

*Last
: _____

*Gender (select one): Male ☒ Female

Is Visitor currently in the US?: Yes No ☒

*Country of Citizenship: _____

*Date of Birth (mm/dd/yyyy): _____

*Country of Birth: _____

*City of Birth: _____

Interpreter Needed?:

Yes

No ☒

Business Type conducted by Employer: _____

Educational Background: _____

Field of Research: _____

Employer Information

*Institution or Company Name: _____

*Title or Position and Duties: _____

Street (1): _____

Street (2): _____

City: _____

State: _____

*Country of Employer: _____

Zip Code: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Place of Work (if different from Employer)

*Institution or Company Name: SAME AS ABOVE

*Title or Position and Duties: _____

Street (1): _____

Street (2): _____

City: _____

State: _____

*Country of Employer: _____

Zip Code: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Aliases			
First Name:	Middle:	Last:	
First Name:	Middle:	Last:	
First Name:	Middle:	Last:	
Visa Information		Passport Information	
* Visa Number: _____		* Passport Number: _____	
* Visa Type: _____		* Country of Issue: _____	
* Exp. Date(mm/yy): _____		* Exp. Date(mm/yy): _____	
Current U.S. Address			
Street (1):		Street (2):	
City:	State:	Zip Code:	
Permanent Address			
Street (1):		Street (2):	
City:		State:	
Country:		Zip Code:	
UFV&A Request Information/Long Format			
*Facility to be visited: WIPP Site			
Type of Request:	Visit	Assignment	Off-site
*Request Date:	*Desired Start Date:	*Desired End Date:	
*Purpose of Visit: _____			
*Will Sensitive Subjects be discussed?:		Yes	No <input checked="" type="checkbox"/>
*Is this a High Level Protocol Visit?:		Yes	No <input checked="" type="checkbox"/>
*Select the Security Area Type at the Facility:			
Non-Security Area	Property Protection Area <input checked="" type="checkbox"/>	Limited Area	
MAA	Exclusion Area	SCIF	
Remarks/Comments (or additional information that did not fit above):			

*Hosts First Name: _____ Middle: _____ *Last: _____
*Hosts Citizenship: _____ *Phone: _____
*Does the Host have a clearance?: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
International Agreement Code: _____
*HDE Code: _____
Department/Division to be Visited: _____
*Justification of visit/assignment including specific activities or involvement: _____
*Subjects (may list more than one): _____
*Is the assignment for intermittent access periods?: Yes No
Number of Days On-Site: _____ Is this Visit/Assignment for Employment Purposes? Yes No
Will there be interactions with Individuals with Security Clearances?: Yes No
List Individuals:
First Name: _____ Middle: _____ Last: _____
First Name: _____ Middle: _____ Last: _____
First Name: _____ Middle: _____ Last: _____
*List Buildings and Rooms to be accessed:
Building: _____ Room: _____ Type: _____
Building: _____ Room: _____ Type: _____
Building: _____ Room: _____ Type: _____
*Certification of DOE Mission: Enhance Understanding of Waste Isolation and Disposal
*Anticipated benefits to DOE Programs: Promote the WIPP Internationally
*Doe Contact
First Name: _____ Middle: _____ *Last: _____
*Contacts Phone: _____ *Cost to DOE: 0

*Will Visit/Assignment include transfer of Technology?:	Yes	No <input checked="" type="checkbox"/>	Unknown
If there is to be technology transferred, describe:			

*Export License Required?:	Yes	No <input checked="" type="checkbox"/>	Unknown
Date Export License Requested (mm/dd/yyyy):		License D Number:	D
Date Export License Granted (mm/dd/yyyy):		License D Number:	Z
*Will Visitor/Assignee be granted computer access? Yes No <input checked="" type="checkbox"/>			
If granted computer access, is the access on-site or off-site?: On-Site Off-Site			
List any networks to which access is granted: N/A			

Remarks/Comments (or additional information that did not fit above):

Name of requesting official or contractor	Name of local/headquarters approving officials Dave Moody
Title and organization of requesting officer	Title and organization of local/headquarters approving Manager, Carlsbad Area Office
Signature of requesting official contractor	Signature of local headquarters approving official